



## STATE PERSONNEL BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	STATE PERSONNEL BOARD	<b>RELEASE DATE:</b>	Monday, July 16, 2007
<b>POSITION TITLE:</b>	Chief, Consulting Services Division	<b>FINAL FILING DATE:</b>	Tuesday, August 14, 2007
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 5,970.00 - \$10,174.00 / Month	<b>BULLETIN ID:</b>	07122007_9

### POSITION DESCRIPTION

Under the administrative direction of the Executive Office, the Chief is responsible for planning, organizing and directing the activities of the Consulting Services Division. The Chief ensures that the Division provides staff support to departments on a statewide basis, provides organizational leadership and direction, and ensures compliance with control agency requirements. The Chief provides planning, policy direction, and goals for the Division to ensure the effective development and implementation of policies necessary for providing services associated with the following programs/functions: Medical Office, Psychological Screening Program, C.E.A. / Board Item Program, Office of Civil Rights, Bilingual Services Program, Certified Interpreter Program, and State Employee Mediation Program. The Chief serves in a policy and decision-making role as a member of the Executive Staff and represents the Board on policy matters.

\*\*\*NOTE: PENDING CONTROL AGENCY APPROVAL\*\*\*

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code

Section 18992.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

### Evaluation Criteria:

- A. Ability to effectively interact with management and key members of a wide variety of client organizations, often regarding sensitive and controversial issues, including departmental managerial allocation requests.
- B. Ability to manage multiple programs.
- C. Experience managing large, complex projects.
- D. Ability to evaluate and re-engineer processes and programs.
- E. Experience managing reimbursable programs.
- F. Understanding of marketing techniques to acquire new customers and expand relationships with existing customers.
- G. Ability to collaboratively work with large groups on multifaceted policy resolution.
- H. Strong leadership skills.
- I. Dedication to customer service.
- J. Knowledge of California Department of Corrections and Rehabilitation program needs.
- K. Experience with bilingual and/or interpreter services.
- L. Knowledge of Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs, guidelines, laws and rules.

### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Consulting Services Division**, with the **STATE PERSONNEL BOARD**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application and Statement of Qualifications screening/scoring process based on the minimum qualifications and factors listed under "Evaluation Criteria," and will be conducted by a designated screening/scoring committee. Interviews may be conducted if the committee or appointing power finds it necessary.

### FILING INSTRUCTIONS

#### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should

be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

STATE PERSONNEL BOARD, Human Resources Office  
801 Capitol Mall, Mail Station 66, Sacramento, CA 95814  
Josie Hernandez | (916) 653-0446 | Jhernandez@spb.ca.gov

**ADDITIONAL INFORMATION**

Applications received without a Statement of Qualifications will be eliminated from the examination. Additional questions regarding this examination process or position may be addressed to Ms. Hernandez at (916) 653-0446, or CALNET (8) 453-0446, TDD (800) 735-2929 or voice phones at (800) 735-2922.

Applications must be postmarked by the final filing date or personally delivered to the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 by 5:00 pm on the final filing date.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>